

COMMERCIAL ALTERATIONS CUSTOMER ASSISTANCE GUIDE



Charles County Government

Department of Planning & Growth Management

P.O. Box 2150

La Plata, MD 20646

(301) 645-0692 / (301) 870-3935

Fax: (301) 645-0575

Web Site: www.charlescounty.org



**CHARLES COUNTY GOVERNMENT
PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150
LA PLATA, MARYLAND 20646**

July 1, 2012

WHEN IS A BUILDING PERMIT REQUIRED FOR THE ALTERATION OF A COMMERCIAL OR INDUSTRIAL BUILDING?

A building permit is required for alterations, repairs, and change of occupancy classification for all commercial or industrial buildings.

A permit is not required for ordinary repairs to structures. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements.

PROCEDURE TO OBTAIN A BUILDING PERMIT FOR COMMERCIAL ALTERATIONS, REPAIRS, OR CHANGE OF OCCUPANCY:

1. Application: Complete attached building permit application signed by the property owner or the authorized agent (Attachment 1).
2. Planning & Design Review Board: Submit one (1) copy of the PDRB approval if the property is located in the Planned Unit Development (PUD) Zone in St. Charles (see Zoning, pages 2 & 3).
3. Utility Permit: Submit one (1) completed utility permit application signed by the property owner and a Maryland Registered Master Plumber if a new water and/or sewer connection to County maintained facilities will be made. Applications may be obtained from Codes, Permits, and Inspection Services (301-645-0692).
4. Charles County Pretreatment Program Wastewater Discharge Permit Application: An application is required to be completed as part of all commercial permit applications for new construction, additions, alterations, and change of occupancy that are connected to public sewer (See Attachment 2).
5. Cross Connection Control Permit Application (Attachment 3): This application is part of the Charles County Cross Connection Control Program adopted by the County Commissioners in Bill 2005-20 which was effective November 17, 2005. The program applies only to structures connected to the Charles County Government water distribution system. The application must be completed and signed by the owner or authorized agent.

6. Architectural Drawings: Provide two (2) sets of architectural drawings with original seal and signature by a Maryland Registered Architect. **The following statement must be provided on all architectural drawings: "I certify that these documents were prepared by or approved by me and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____".**

7. Engineering Designs: Provide two (2) sets of structural, mechanical, electrical, and plumbing designs with original seal and signature by a Maryland Registered Professional Engineer. **The following statement must be provided on all engineered designs: "I certify that these documents were prepared by or approved by me and that I am a duly licensed professional engineer under the laws of the State of Maryland, license number _____, expiration date _____".**

Provide vicinity map and a key plan denoting the location of the proposed space within a complex or shell. Provide design criteria and code analysis including the following:

- A. Construction Classification
- B. Use Group Classification
- C. Design Occupant Load
- D. Suppression System
- E. Design Code - 2009 IBC or 2009 IEBC
- F. Specifications and Procedures
- G. Calculate & specify the total square footage of each floor area
- H. Energy Code Analysis with original seal and signature by a Maryland Registered Professional Engineer
- I. Fire resistance rating of structural elements; size and arrangements of exists, corridors and aisles; location and description of fire protective signaling and detection devices; design capacity of elements of means of egress; and type of suppression system.

NOTE: The items listed in the required code analysis may be waived by the permit processing supervisor on a case by case basis.

Zoning

1. Specify the intended use of the structure on the permit application. All proposed structures must meet zoning requirements.

2. If your property is located within the commercial or industrial parks of the Smallwood Village or Westlake Planned Unit Development (PUD) - Hampshire, Lancaster, Dorchester, Fairview Village, and any future neighborhoods; you must obtain PDRB approval. You may contact them at:

236 Smallwood Village Center, Waldorf
Telephone number: 301-870-4304

3. Site Design and Architectural Review Board Approval: If your property is located in the Village Commercial (CV), Neighborhood Commercial (CN), Community Commercial (CC), Central Business (CB), Business Park (BP), General Industrial - High Visibility (IG), and Heavy Industry - High Visibility (IH) zones, SDARB approval may be required for site development plans and architectural elevations. For more information, you may contact the Planning Department at 301-645-0540.

Other Permits

1. Food Service: If the proposed use includes food service, a food service facility license must be obtained from the Environmental Health Department. For more information, contact the Health Department at 301-609-6900.
2. Well/Septic: If the property is served by individual well and/or on-site sewage disposal system, contact the Environmental Health Department at 301-609-6900 for specific submittal requirements.
3. Plumbing Permit: **Prior** to commencement of any plumbing and/or gas work, a plumbing permit shall be obtained from Codes, Permits, and Inspection Services. The plumbing permit application shall be signed by a Maryland Registered Master Plumber. The building permit must be issued before obtaining the plumbing permit.
4. Electrical Permit: **Prior** to commencement of electrical work, an electrical permit shall be obtained from Codes, Permits, and Inspection Services. The electrical permit application shall be signed by a Master Electrician licensed by the Board of Electrical Examiners and Supervisors of Charles County.
5. Mechanical Permit: **Prior** to commencement of any mechanical (HVAC) work, a mechanical permit shall be obtained from Codes, Permits, and Inspection Services. The mechanical permit application shall be signed by a Maryland Registered Master HVAC Contractor.
6. Sign Permit: A sign permit needs to be obtained when the applicant intends to erect either a wall mounted or free standing sign. The required sign permit application may be obtained from Codes, Permits, and Inspection Services. Questions regarding zoning sign permits may be directed to Codes, Permits, and Inspection Services at 301-645-0692.

Fees

Fees are subject to change every July 1.

Please make checks payable to Charles County Commissioners.

1. Application Fee: A \$101.00 non-refundable application fee is due when you apply for your permit.

Building Code shall be referenced. The construction documents shall specify the design data for floor and roof live loads, roof snow load, wind load, earthquake design data, and other loads as specified by the above referenced codes.

The following information is provided for the convenience of the designer:

1. Minimum ground snow load: 25 PSF
 2. Minimum basic wind speed: 90 MPH
 3. Maximum considered earthquake ground motion: 20% gravity for 0.2 sec spectral response acceleration; 7% gravity for 1.0 sec spectral response acceleration
2. Special Inspections: Special inspections are required for certain types of construction as prescribed in Section 1704 of the 2009 International Building Code. The special inspectors shall be provided by the owner and shall be qualified and approved for the inspection of the work.

A statement of special inspections shall be submitted at the time of permit application. The statement shall include a list of materials and work requiring special inspections, the inspections to be performed, and a list of individuals, approval agencies, and firms intended to be retained for conducting the inspections.

Contractor License Requirement

Maryland State Contractors License or a Maryland Home Improvement Commission License

A Maryland State Contractors License may be obtained at the Charles County Courthouse.

Codes, Permits, and Inspection Services Form

Use and Occupancy Certificate: This certification shall be obtained from Codes, Permits, and Inspection Services **prior** to using or occupying a building or structure. When requesting a Use and Occupancy Certificate, submit the orange final inspection card signed by the required inspectors.

Codes and Regulation Standards for Construction in Charles County

See Attachment 4.

The following departments and agencies may be contacted directly to answer any questions:

Health Department 301-609-6900
 Web Site www.charlescountyhealth.org

Inspection Agency	301-645-3302
Electrical, Building, Plumbing Inspections	301-870-8710
Web Site	www.planchekinc.com
Planning & Growth Management	
Codes, Permits, & Inspection Services	301-645-0692 or 301-870-3935
Planning & Zoning	301-645-0540 or 301-870-3896
Engineering	301-645-0618 or 301-870-3937
Fax	301-645-0575
Web Site	www.charlescounty.org/pgm
Soil Conservation	301-934-9588, Ext. 3
	or 301-870-3555
Web Site	www.charlesscd.com
State Highway Administration	1-800-876-4742
	or 410-333-1350
Web Site	www.marylandroads.com
State Fire Marshal	443-550-6820
Web Site	www.firemarshal.state.md.us

Mission Statement

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient, and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning, and have an appropriate managerial organization tempered by fiscal responsibility.

Vision Statement

Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.



Charles County Government
 Department of Planning and Growth Management
 200 Baltimore Street, P.O. Box 2150, La Plata, MD 20646
 (301) 645-0692 or (301) 870-3935 Fax: (301) 645-0575
www.charlescounty.org
 Inspections: (301) 870-8710 or (301) 645-3302

FOR OFFICE USE ONLY	
Date Received:	_____
Permit Number:	_____
Revision To:	_____
Plans on File #:	_____
Same Day:	Y or N
Time Received:	_____

BUILDING AND ZONING PERMIT APPLICATION

Property Tax Number	OR	Tax Map	Parcel	Grid
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Property Owner(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Applicant(s) Name	Address/E-Mail Address	City, State	Zip	Phone No.
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Contractor's Name	Address/E-Mail Address	City, State	Zip	Phone No.
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MD Homebuilders Registration No.	MD Home Improvement No.	MD State License No.
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Job Address (ADC Map #, House #, Street, City, etc.) _____

Subdivision Name	Lot No.	Section	Block	Acreage
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General Description of Work and Intended Use: _____

Total Disturbed Area	Flood Plain Elevation	Front Yard Setback	Rear Yard Setback	Right Yard Setback	Left Yard Setback
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State Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Chesapeake Bay Critical Area: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stormwater Management: <input type="checkbox"/> Provided <input type="checkbox"/> Exempt <input type="checkbox"/> Waived
County Road: <input type="checkbox"/> Yes <input type="checkbox"/> No	Resource Protection Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PDRB Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Development District: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Floor Area: _____	No. of Full Bathrooms: _____	Public: <input type="checkbox"/> Water <input type="checkbox"/> Sewer	Related Permits Required:
No. of Stories: _____	No. of 1/2 Bathrooms: _____	Private: <input type="checkbox"/> Well <input type="checkbox"/> Septic	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Bedrooms: _____	Rough-In Only: _____	Food/Drink: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing: <input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated Construction Cost (Building Cost Only): Application Fee: _____ Plan Review Fee: _____ Soil Conservation Fee: _____ Inspections: _____ Total: \$ _____ Name on Check: _____	Commercial Business Trading As: <div style="text-align: center;">Treasurer's Validation</div>
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CAUTION: I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the OWNER assumes full responsibility for this application and for the construction and will comply with all provisions of the Charles County ordinances and State laws whether herein specified or not. I/we further understand that to start construction before a building permit is issued and to use and occupy the premises before a Use and Occupancy Certificate is obtained is in violation of the law.

Signature of <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized Agent	Printed Name	Date	Permit Specialist Initials
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CHARLES COUNTY PRETREATMENT PROGRAM
WASTEWATER DISCHARGE PERMIT APPLICATION

Please answer all questions. Indicate "N/A" if the question does not apply to your business. If you have questions concerning this application, please call (301) 609-5632 Monday thru Friday 8:00 a.m. to 2:30 p.m.

WHO MUST APPLY?

- A Wastewater Discharge Permit Application is required for all businesses that discharge industrial (non-residential) waste that requires pretreatment before discharge to the County sewers.

GREASE INTERCEPTORS

- Any businesses that may potentially discharge fats, oils and greases (FOG) need to pretreat their discharge with a grease interceptor (G/I). This includes restaurants, food prep areas in churches, shops and schools, and food processing industries. ***The 1998 Water and Sewer Ordinance stipulates that a minimum 2,000 gallon grease interceptor is required for all food handling businesses.*** This includes everything from a simple hot dog roller to full service restaurants. No exceptions. If you are in doubt about whether you are required to have an interceptor, please call the pretreatment technician at (301) 609-5632.

BOX 2 INFORMATION

- Please indicate whether your business is regulated under federal law by 40 CFR parts 401 thru 471. These are the pretreatment regulations in the federal law. Please note that these regulations are self-implementing. This means that it is your responsibility to notify the County if you are subject to any of these regulations. Failure to notify the County is a violation of both federal and local laws and may subject you to legal action. You may find the pretreatment regulations at <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-N.htm>.
- List your NAICS (North American Industrial Code System) code. NAICS codes replace SIC (Standard Industrial Code) codes. If you do not know your NAICS code, you may find it at <http://www.census.gov/epcd/www/naicstab.htm>.
- Please indicate the estimated water usage in Gallons Per Day (GPD). Existing locations may want to refer to their water bills if billed separately.
- Describe the nature of the wastewater discharge. For example: dishwashing, equipment washing, vehicle washing, product manufacturing, photo processing, etc.
- Check any of the listed equipment or systems you have or will have on the premises. Note that bulk chemical storage will require a separate Spill Control Plan.

BOX 3 INFORMATION

- Indicate the type of business you will be conducting. If you check "OTHER", please write the type of business in the space provided.
- Briefly describe your business function for the business in question 1. For example: doctor's office with x-ray machine, fast food restaurant, drug store with photo processing, automotive repair shop, printing shop, etc.
- List the raw materials or foods that your business will use (if any). For example: inks, cellulose fiber, live crabs, fried chicken, photo developer and fixer, etc. Use additional sheets if necessary.
- List your normal business hours.
- For restaurants, please estimate the number of meals you will serve during peak hour and the number of meals served daily. Please indicate the maximum seating capacity for restaurants.
- Indicate whether an existing grease interceptor is on the premises and if so, its size in gallons. Please note that a 2,000 gallon capacity interceptor is the minimum requirement. Existing interceptors which are less than a 2,000 gallon capacity will have to be upgraded or replaced to meet the minimum requirement.
- If the name of the previous business at this location is known, please indicate that name.

CHARLES COUNTY, MARYLAND PRETREATMENT PROGRAM WASTEWATER DISCHARGE PERMIT APPLICATION

Charles County Government, P.O. Box 2150, 200 Baltimore Street, La Plata, MD 20646

Section 4.6 of the Charles County Water and Sewer Ordinance regulates the discharge of wastewater to the County's sanitary sewer system. All users that have the potential to discharge into the County's sanitary sewer system are required to complete this form.

WDP Permit Number: _____ Building Permit No.: _____ Date Received: _____

Please answer all questions. Indicate "N/A" if the question does not apply to your business. See reverse of this form for additional information. Use additional sheets of paper if necessary. Incomplete or unreadable applications or those without an original signature will be returned and will considerably delay the processing of your permit. If you have questions concerning this application, please call (301) 609-5632 Monday thru Friday 8:00 a.m. to 2:30 p.m. Please allow a minimum of 30 days for processing.

1. Is this Property connected to the Charles County Sewer System? - Yes - No If no, **STOP**. This form is complete

2. WATER USAGE/DISCHARGE INFORMATION

Est. daily water usage: - 0 - 24,999 GPD - 25,000 GPD or greater

Nature of discharge: _____

Indicate if you have (or will have) one or more of the following:

Floor drains	- Yes	- No
Sewer discharge other than sanitary waste	- Yes	- No
Oil/flammable liquids	- Yes	- No
Silver recovery units	- Yes	- No
Neutralization system(s)	- Yes	- No
Grit/solids	- Yes	- No
Metal milling/plating/finishing	- Yes	- No
Chemical etching/washing	- Yes	- No
Dishwasher	- Yes	- No
Food grinder/garbage disposal	- Yes	- No
Deep fryer	- Yes	- No
Grill/griddle/stove	- Yes	- No
Animal/vegetable grease	- Yes	- No
Bulk chemical storage	- Yes	- No

(Also requires a Spill Prevention Plan)

Is any part of this business regulated under any provision of 40 CFR parts 401 thru 471? - Yes part _____ - No
(See <http://www.epa.gov/docs/epacfr40/chapt-1.info/subch-N.htm>)

SIC or NAICS Code: _____
(For codes see <http://www.census.gov/epcd/www/naicstab.htm>)

Business Name: _____

Application Fee: _____

Name on Check: _____

3. TYPE OF BUSINESS:

- Food Handling/Preparation - Automotive
- Photo processing/Medical Office/Dental Office
- Other _____

Briefly Describe Business Function:

What raw materials (or foods) are used?

What finished products (or foods) are produced?

Business Hours: _____ am/pm to _____ am/pm
In Business Since: _____

FOOD HANDLERS

Est. number of meals served peak hour: _____
Est. number of meals served daily: _____
Maximum seating capacity: _____

Is there an existing grease interceptor? - Yes - No
If yes, provide size (gallons): _____

A minimum 2,000 gallon grease interceptor is required.

Interceptor Location: _____
Name of previous business at this location (if known): _____

Projects requiring a grease interceptor (G/I) must submit with this application, prior to processing, a plumbing plan (preferably 11" x 17") showing the location of the grease interceptor, the connection of all fixtures with the potential to discharge fats, oils or grease (FOG) and any sanitary waste lines. All building drains except for the bathrooms, should be routed to the G/I including slop sinks, mop sinks, floor drains and can washers. All drain lines must be clearly marked or highlighted. Refer to the current County specifications and detail for grease interceptors. Incomplete application packets will delay approval.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

_____	_____	_____
Date	Signature of Authorized Representative	Title
_____		_____
Printed Name of Authorized Representative		Print Title
pa WDPA 1 09/08/43 Signatory is: - Owner-occupant - Owner - Corporate official - Agent		

**CHARLES COUNTY, MARYLAND PRETREATMENT PROGRAM
CROSS CONNECTION CONTROL PERMIT APPLICATION
COMMERCIAL - INDUSTRIAL**

The Charles County Water and Sewer Ordinance regulates connections to the County's water distribution system. All users connecting to the water distribution system are required to complete this form. All testable backflow assemblies are required to be tested upon installation and annually thereafter.

Plumbing & Gas Permit Number: _____ Utility Permit Number: _____

Please answer all questions. Indicate "N/A" if the question does not apply to your business. Use additional sheets of paper if necessary. Incomplete or unreadable applications or those without an original signature will be returned and will considerably delay the processing of your permit. If you have questions concerning this application, please call (301) 609-5606 Monday thru Friday 8:00 a.m. to 2:30 p.m. Please allow a minimum of 30 days for processing.

1. Is this Property connected to the Charles County Water System? Yes No If no, **STOP**. This form is complete

2. WATER USAGE

Indicate if you have (or will have) one or more of the following:

- | | | |
|---|------------------------------|-----------------------------|
| Sink | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shower/Tub | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Toilet / Bidets | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Icemaker | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Carbonated Soda Machine | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Washing Machine / Wash Tub | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Water Heater | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Boiler | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chiller | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dishwasher | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Cooling Towers | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Swimming Pool / Spa / Hot Tub | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Irrigation System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wet Fire Protection System (No Chemicals) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Wet Fire Protection System (Chemicals) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dry Fire Protection System | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Spigots/Faucets & Garden Hose Use | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Direct Connect Pedicure Fixture | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chemical Vats or Tanks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Photo / Xray Equipment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please indicate any other source connected to the water system not mentioned above: _____

Do you currently have any backflow prevention assemblies in place, if so please list: _____

3. BUSINESS INFORMATION:

- Retail Manufacturer Medical/Dental Food Handler
 Automotive Printing/Graphics Dry Cleaner
 Funeral Home Residential- Multifamily
 Other _____

Briefly Describe Business Function:

Does this building contain any substance under pressure?

What finished products are produced?

Business Name: _____

Service Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Owner Name: _____

Owner Address: _____

City, State, Zip: _____

Phone: _____

Are you connected to any other water source such as a private well? Yes No

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

_____ Date

_____ Owner or Owner's Agent

_____ Owner or Owner's Agent Print

CHARLES COUNTY GOVERNMENT
DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT
P.O. BOX 2150, LA PLATA, MARYLAND 20646

CODES, REGULATIONS AND STANDARDS
FOR CONSTRUCTION IN CHARLES COUNTY

June 1, 2010

1. International Building Code/2009, International Mechanical Code/2009 and the International Energy Conservation Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
2. International Residential Code/2009 as amended by periodic supplements and Charles County Bill No. 2010-08.
3. National Electrical Code/2008
4. International Existing Building Code/2009 (**existing structures more than one year old**)
5. 2009 International Plumbing Code
6. 2009 International Fuel Gas Code
7. Code of Maryland Regulations 05.02.02 -Maryland Accessibility Code
8. Code of Maryland Regulations 05.02.06.02B - Maryland Safety Glazing Law
9. Code of Maryland Regulation 29.06.01 State Fire Prevention Code Incorporated by reference: NFPA 101 Life Safety Code/2009 and NFPA 1 Fire Code/2009
10. Code of Maryland Regulations 10.15.03 - Food Service Facilities
11. Code of Maryland Regulations 26.04.02 - On-Site Water Supply and Sewage Disposal